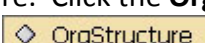# Employee Reference ID with Title Grade Salary by Agency

Use this report to display employee Reference ID with their title and grade salary by Agency.

1. From the main screen, type transaction code: **ZPAQ0038**.

2. Click the **Enter** button or press **Enter** to continue.

3. *Reporting Period* – Choose **Other Period** then enter a date range.

4. Enter search criteria.

NOTE: If you want to enter more than one search parameter, click the **Multiple Selections** button to enter

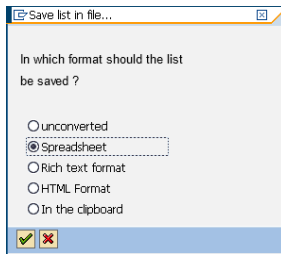5. You may also search use the Org Structure. Click the **Org Structure** button OrgStructure.
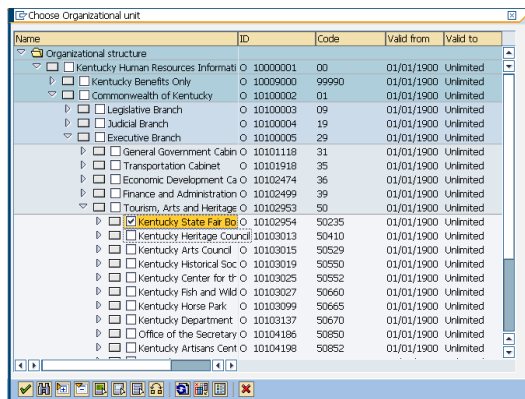
6. Click the **Execute** button or press **F8** to execute.
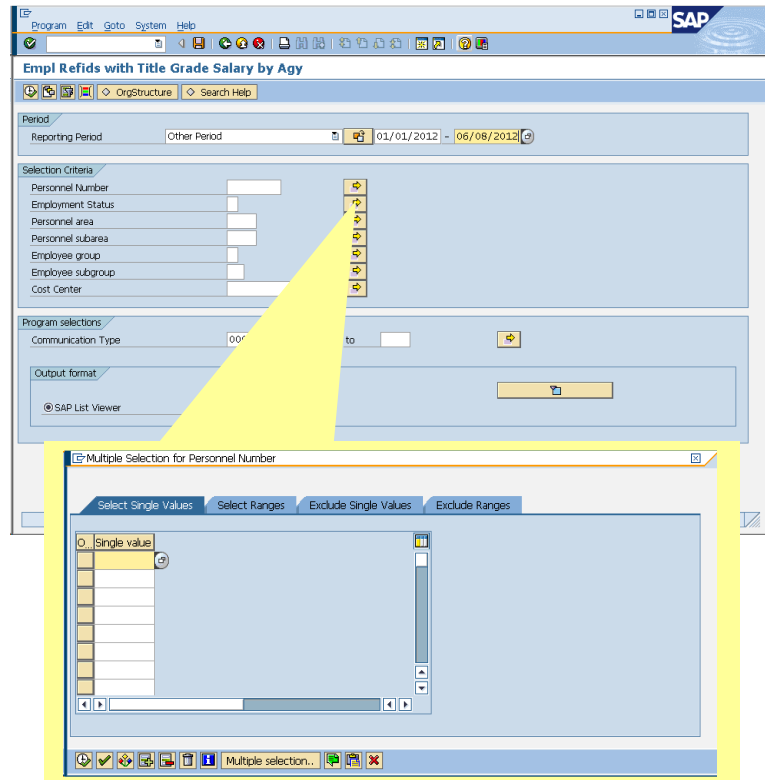
7. The report displays.

   Export to Excel

   - From the menu bar choose:
     List ➔ Export ➔ Local File

   - Choose **Spreadsheet**.
   - Choose the file location and type the file name.
   - Click [Generate].

8. Click the **Back** button 🔙 or press **F3** to return to exit the report.